

## TEMPORARY SPECIAL EVENT PERMIT APPLICATION

Permit fee of \$65 is due upon submittal

Event Name: \_\_\_\_\_

Event Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Estimated number of attendees\*: \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Take down date/time \_\_\_\_\_

**Required Documents:**

- Dimensioned or Scaled Site & Floor Plan
  - Structure location(s) on property
  - Locations of fire extinguishers
  - Seating plan/floor plan
  - Emergency travel paths from inside buildings to outside public way
  - Cooking locations
  - Emergency lighting & exit signs
  - Parking plan
  - Location(s) of portable restrooms

**Additional Information:**

Temporary Power	Yes	No
Temporary heat	Yes	No
Tent(s)	Yes	No
Portable restroom	Yes	No
Sprinkler system	Yes	No
Fire alarm system	Yes	No

*\* Include employees/serving staff*

**Pre-Event inspection scheduled by calling (509) 524-4729 no less than one business day prior to event start date  
 Inspections outside of regular business hours are subject to additional inspection fees (min. \$130) [wwwmc 15.04.050](#)**

I certify, by checking this box and printing my name below, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.  
 I understand that this application is not deemed filed until fees are paid.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Printed Name of      Property Owner,      Owner's Authorized Agent,      OR      Contractor